

# MEMORANDUM FOR RECORD

August 30, 2012

Contracting Service  
VA Medical Center  
Saginaw MI

SUBJECT: Pre-Bid Conference and Site Visit Minutes, Upgrade Surgery HVAC, Project 655-10-101

1. Site visit and pre-proposal conference held on August 30, 2012 at the Contracting Office conference room, Aleda E. Lutz VA Medical Center Saginaw MI commencing at 4:30 pm. in conjunction with Invitation for Bids VA251-12-B-0114. Attendance log is attached.
2. Introduction of Government personnel was conducted consisting of Kevin Russell, COR, and Sonny Earls Contract Specialist.
3. Contract Specialist Sonny S. Earls reviewed the Invitation for Bids as follows:
  - a. Plans and specifications are available for download via [www.fbo.gov](http://www.fbo.gov). No full size drawings are available.
  - b. Magnitude of project is between \$2,000,000 through \$5,000,000.
  - c. After Notice to Proceed is issued to successful offeror project has a performance time of 210 calendar days.
  - d. A Site Visit will be held immediately after this pre-proposal conference at the construction site and conducted by the COR.
  - e. When amendments are issued they will be posted to [www.fbo.gov](http://www.fbo.gov) (FBO) solicitation website. Any revised or new plans will also be posted to FBO.
  - f. Payment and Performance bonds are required for this project equal to 100% of the contract amount if the government's estimated amount exceeds \$100,000 and are due no later than 10 calendar days after notice of award. If less than \$100,000 but greater than \$30,000, only a Payment Bond will be required. A bid bond is not required.
  - g. Liquidated damages 'do apply' to this project. Please review the solicitation documents for additional details.
  - h. Warranty of Construction clause is incorporated and applies to this project. See contract specifications for references to any extended product warranties.
  - i. The prevailing wage determination applies to any resultant contract and will be strictly enforced.
  - j. IFB procedures were reviewed as follows:
    - i. Email technical questions in RFI format to the Contracting Officer according to the instructions provided in the solicitation. Form is posted with the solicitation. Current deadline for submission of RFIs is September 11, 2012 (4:00 PM, EST)
    - ii. All RFI questions and answers will be posted via amendment to the FBO website under the solicitation.
  - k. SF 1442 was reviewed showing contractors the proper procedure to complete the offer section. It was also pointed out the need to mark the bid envelop in the lower left hand corner with the solicitation number and the time and date of bid opening with the header 'Sealed Bid'.
  - l. All contractors need to complete their CCR Registration and online Representations and Certifications. At time of bid opening if selected bidder is not fully validated in CCR they will have 7 calendar days to complete validation. Not meeting the foregoing timelines may be cause for rejection of bid.
  - n. This is a Service-Disabled Veteran Owned Small Business (SDVOSB) Set-Aside.
  - m. Bidders were instructed to provide there federal tax ID and DUNS number with their offer.
4. Bids currently are due NLT September 21, 2012, 3:00 pm local time. Offerors can either hand carry, FedEx, UPS, US Mail, or other delivery method. Faxed, emailed, Western Union, or other telegraphic means of

delivery is not authorized for proposals. Bid envelopes must be properly marked in the lower left hand corner with the solicitation number, the project title, and the date and time of the bid opening. The solicitation indicates a 180 day bid acceptance period. Providing less than a [180 day bid acceptance period](#) will be cause for rejection of bid.

5. A pre-performance conference will be held prior to the start of work with the successful bidder.

6. The project scope was verbally reviewed by the COR. Bidders were cautioned that they are not to ask technical questions that require clarification or specific answers that are not contained within the specifications and/or drawings but to submit via RFI so all bidders are provided the information.

7. With the conclusion of the pre-proposal conference, a site visit was held at the construction location and conducted by the COR.

8. Background Investigations: Any worker, supervisor, superintendent, project manager, etc. of the selected contractor and all subcontractors will be required to undergo a background investigation, the type to be determined dependent upon the project access requirements and each person's predicted length of time on the project job site.

- a. Please review the bidders instructions started on our about page 8 of the solicitation which specify the level of risk associated (Example: NACI), cost of the associated investigation, and specific personnel(s) believed to meet that level of risk.
- b. The contractor is reminded that they shall bear the expense of obtaining background investigations. If the investigation is conducted by the Office of Personnel Management (OPM) through the VA, the contractor shall reimburse the VA within 30 days.

9. Questions from attendees:

10. Pre-bid conference and site visit concluded at approximately 5:30 PM



Sonny Earls  
Contract Specialist